



Communities That Care

Community Assessment Training

Preparing a
Community
Assessment Report

Participant's Guide

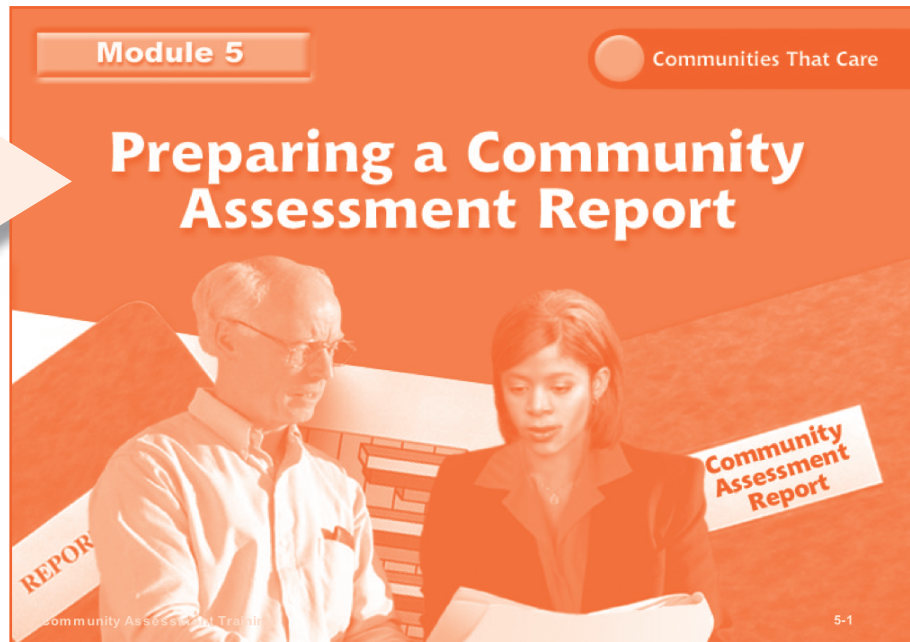
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Phase Three:
Developing a Community Profile

Communities That Care

- Module 1** Overview
Milestone: Build the Community Board's capacity
- Module 2** Using the *Communities That Care Youth Survey* report
Milestone: Collect community assessment information
- Module 3** Collecting Archival Data
Milestone: Collect community assessment information
- Module 4** Identifying Priorities
Milestones: Prioritize populations or geographic areas
Identify priority risk and protective factors
- Module 5** Preparing a Community Assessment Report
- Module 6** Next Steps

Community Resources Assessment Training

Community Assessment Training 5-2



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WE ARE
HERE.

Notes



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Module 5 goal:

Communities That Care

To prepare you to develop and distribute a Community Assessment Report.



Notes

Objectives

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1. Understand the purpose of the Community Assessment Report.
2. Identify potential audiences and uses of the report.
3. Understand how to format and organize the report.
4. Plan how to distribute the report.



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Notes

What is a Community Assessment Report?

A summary of your community's risk-factor, protective-factor and problem-behavior assessment.

**Community
Assessment Report**
Anytown, USA

Prepared by:

Date:

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Steps to completing the Community Assessment Report

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1. Identify target audiences and uses.
2. Determine content and format.
3. Determine who will write the report.
4. Submit draft for Key Leader approval.
5. Distribute to stakeholders.

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Notes

Potential audiences and uses

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- For approval and buy-in of **Key Leaders** and **Community Board** members
- To engage leaders and members of **priority areas or populations**
- To raise the **general public's** awareness of community challenges and strengths
- To demonstrate need to **funding sources**
- To help the **Resources Assessment and Evaluation** work group focus its efforts

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Determine key messages for:

- Key Leaders and Community Board members
- Priority groups
- Community members
- Grant-seeking agencies
- Other *Communities That Care* work groups.



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Activity: Audience analysis

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- Identify all possible audiences.
- Fill in the Audience Analysis Worksheet.
- Present the results.

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Notes

Audience Analysis Worksheet

Directions

1. Consider the particular needs and interests of the audience assigned to your group. Discuss and answer the questions below as a group.
2. Select a member of your group to give a 1-2 minute summary of your discussion to the larger group.

Audience: _____

How will this audience use the community assessment data?

What information in the Community Assessment Report will interest this audience most?

What key messages do we want to convey to this audience?

What else do we know about this audience that might affect how they read the report (time demands, lack of experience with statistics, etc.)?

How can we present the information so that it is most useful to this audience and conveys the key message(s) identified above?

Organizing your information

- Gather all data and worksheets used for collection and analysis.
- Group information by risk factor, protective factor or problem behavior.
- Group risk- and protective-factor data by domain.

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Location of worksheets

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Worksheet	Location
<ul style="list-style-type: none">• Survey Review and Report-Out	Module 2
<ul style="list-style-type: none">• Archival Data Indicators and Sources• Data Collection Source Worksheet• Data Information Form• Archival Data Analysis Questions	Module 3
<ul style="list-style-type: none">• Prioritization Planning Worksheet• Risk Factor/Problem Behavior Data Analysis Worksheet• Data Analysis Summary Worksheet• Community Prioritization Worksheet	Module 4

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Report organization

Communities That Care

- Cover page
- Executive summary
- Introduction
- Body
(detailed findings)
- Conclusion and
recommendations
- Appendices



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Sample Outline

Anytown County Community Assessment Report Outline

I. Executive Summary

II. Introduction

A. The Anytown County *Communities That Care* effort

1. About the *Communities That Care* system
2. Key accomplishments in Anytown County

B. The risk- and protective-factor assessment

1. Goals
2. How the assessment will be used
3. Data collection methods
4. Prioritization methods

III. The Community Assessment Data

A. Risk factors

1. Community Domain
2. Family Domain
3. School Domain
4. Peer and Individual Domain

B. Protective factors

1. Community Domain
2. Family Domain
3. School Domain
4. Peer and Individual Domain

C. Problem behaviors

IV. Conclusion

A. Community strengths

B. Community priorities

C. Next steps

V. Appendices

A. References

B. Acknowledgments



Cover page

Communities That Care

- Title
- Prepared by
- Date
- Sponsoring agency
- Other acknowledgments

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**Community
Assessment Report**
Anytown, USA

Prepared by:

Date:

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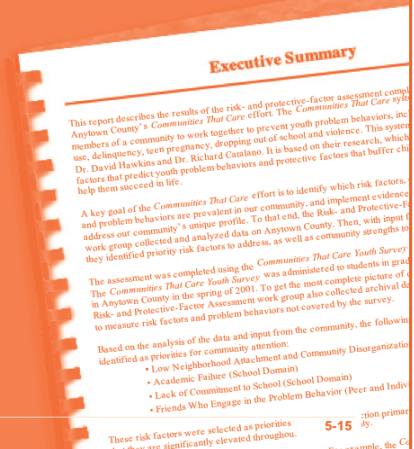
Executive summary

Communities That Care

Briefly summarize:

- Purpose and use of the report
- Key findings and recommendations.

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Sample Executive Summary

Anytown County Community Assessment Report

October 2002

Executive Summary

This report describes the results of the risk- and protective-factor assessment completed as part of Anytown County's *Communities That Care* effort. The *Communities That Care* system is a way for members of a community to work together to prevent youth problem behaviors, including substance use, delinquency, teen pregnancy, dropping out of school and violence. This system was developed by Dr. David Hawkins and Dr. Richard Catalano. It is based on their research, which has identified risk factors that predict youth problem behaviors and protective factors that buffer children from risk and help them succeed in life.

A key goal of the *Communities That Care* effort is to identify which risk factors, protective factors and problem behaviors are prevalent in our community, and implement evidence-based programs that address our community's unique profile. To that end, the Risk- and Protective-Factor Assessment work group collected and analyzed data on Anytown County. Then, with input from the community, they identified priority risk factors to address, as well as community strengths to build on.

The assessment was completed using the *Communities That Care Youth Survey* and archival data. The *Communities That Care Youth Survey* was administered to students in grades 6-12 in all schools in Anytown County in the spring of 2002. To get the most complete picture of our community, the Risk- and Protective-Factor Assessment work group also collected archival data from public records to measure risk factors and problem behaviors not covered by the survey.

Based on the analysis of the data and input from the community, the following risk factors were identified as priorities for community attention:

- Low Neighborhood Attachment and Community Disorganization (Community Domain)
- Academic Failure (School Domain)
- Lack of Commitment to School (School Domain)
- Friends Who Engage in the Problem Behavior (Peer and Individual Domain).

These risk factors were selected as priorities for prevention action primarily because data indicated that they are significantly elevated throughout Anytown County.

The data also revealed Anytown County's strengths. For example, the *Communities That Care Youth Survey* revealed that students throughout the county are motivated to follow society's expectations and standards. They reported high levels of the protective factor "Belief in the Moral Order" and low levels of the risk factor "Rebelliousness." This is an important area of strength on which to build to help protect our county's youth from the risk of problem behaviors.

This report recommends that the community give particular attention to the risk factors noted above when developing the community's action plan to prevent youth problem behaviors and promote positive youth development.



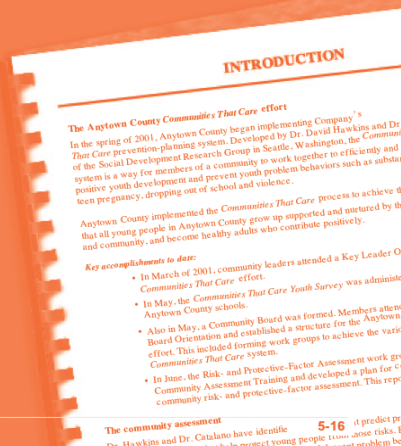
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Introduction

Communities That Care

- The *Communities That Care* effort
- The purpose of the report
- The data collection process
- Other relevant information

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Notes

Sample Introductory Section

Anytown County Community Assessment Report

October 2002

Introduction

The Anytown County *Communities That Care* effort

In the spring of 2002, Anytown County began implementing *Communities That Care* prevention-planning system. Developed by Dr. David Hawkins and Dr. Richard Catalano of the Social Development Research Group in Seattle, Washington, the *Communities That Care* system is a way for members of a community to work together to efficiently and effectively promote positive youth development and prevent youth problem behaviors such as substance use, delinquency, teen pregnancy, dropping out of school and violence.

Anytown County implemented the *Communities That Care* process to achieve the community's vision that all young people in Anytown County grow up supported and nurtured by their families, schools and community, and become healthy adults who contribute positively to society.

Key accomplishments to date:

- In March of 2002, community leaders attended a Key Leader Orientation and committed to the *Communities That Care* effort.
- In May, the *Communities That Care Youth Survey* was administered to 6-12th graders in Anytown County schools.
- Also in May, a Community Board was formed. Members attended the two-day Community Board Orientation and established a structure for the Anytown County *Communities That Care* effort. This included forming work groups to achieve the various steps in implementing the *Communities That Care* system.
- In June, the Risk- and Protective-Factor Assessment work group attended the Community Assessment Training and developed a plan for completing the community risk- and protective-factor assessment. This report is the result of that assessment.

The community assessment

Dr. Hawkins and Dr. Catalano have identified risk factors that predict problem behaviors in youth, and protective factors that help protect young people from those risks. By addressing risk and protective factors, communities can help prevent adolescent problem behaviors and promote positive youth development. A key goal of the *Communities That Care* system is for communities to develop a profile of risk factors, protective factors and problem behaviors in their community, and to develop a plan for addressing the risk factors that are most elevated while enhancing protective factors.

This report represents the first step in that process. The Risk- and Protective-Factor Assessment work group has collected data on risk factors, protective factors and problem behaviors in Anytown County. With input from the community, the work group has identified our community's strengths and the priority risk factors to address in the prevention plan.

Sample Introductory Section cont'd.

Anytown County Community Assessment Report

October 2002

Data collection methods

As noted above, the *Communities That Care Youth Survey* was administered in May 2002. All students in grades 6-12 were asked to participate. The complete results are provided in the Anytown County *Communities That Care Youth Survey* report. In addition, Dr. Hawkins and Dr. Catalano have identified archival data indicators that have been shown to be valid and reliable measures of certain risk factors and problem behaviors that are not measured by the survey, namely Extreme Economic Deprivation, Family Conflict, Teen Pregnancy and School Drop-Out. The Risk- and Protective-Factor Assessment work group collected data from local and state agencies to supplement the youth survey.

How the priorities were identified

The Risk- and Protective-Factor Assessment work group analyzed the data to identify which risk factors are most elevated in Anytown County. This initial short list of priorities was presented to the Community Board, which discussed other considerations, such as the community's ability to have an impact on certain risk factors at this time. By consensus, the Community Board then selected the final priorities for prevention action in Anytown County. Those priorities were presented to Key Leaders for endorsement.

Report overview

The next sections of the report provide detailed information and analysis of the risk factors, protective factors and problem behaviors in Anytown County. The conclusion presents the final list of priorities and recommendations for future action.

Body

Communities That Care

- Key background information on the community
- Findings on risk factors, protective factors and problem behaviors
- Explanations/interpretations

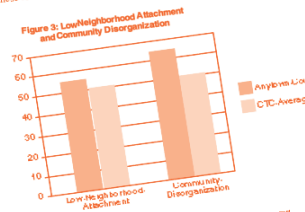


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Risk factor: Low Neighborhood Attachment and Community Disorganization

The Communities That Care Youth Survey revealed that both aspects of this risk factor are elevated throughout the county. As Figure 3 indicates, students reported particularly high scores for Community Disorganization in comparison with the average for the high scores for Community Disorganization in comparison with other risk factors in Anytown. For these reasons, this risk factor has been identified as a priority for Anytown.



Source: 2015 Communities That Care Countywide Youth Survey Report

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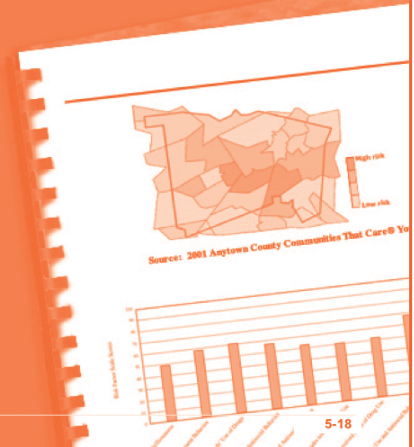
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Be sure to:

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- Use visuals.
- Acknowledge sources for all data.
- Include indicator definitions.
- Provide relevant background information on the data.

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Sample Page from the Body of a Report

Anytown County Community Assessment Report

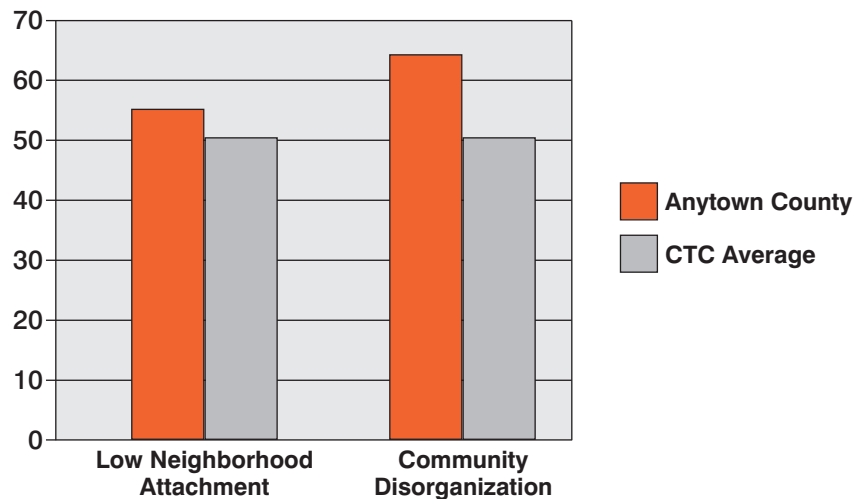
October 2002

Risk factor: Low Neighborhood Attachment and Community Disorganization

The *Communities That Care Youth Survey* revealed that both aspects of this risk factor are elevated throughout the county. As Figure 3 indicates, students reported particularly high scores for Community Disorganization in comparison with the average for the *Communities That Care* normative population. With a score of 64, Community Disorganization is the most elevated risk factor in comparison with other risk factors in Anytown County.

For these reasons, this risk factor has been identified as a priority for Anytown County.

Figure 3: Low Neighborhood Attachment and Community Disorganization



Source: 2002 Anytown County *Communities That Care Youth Survey* report

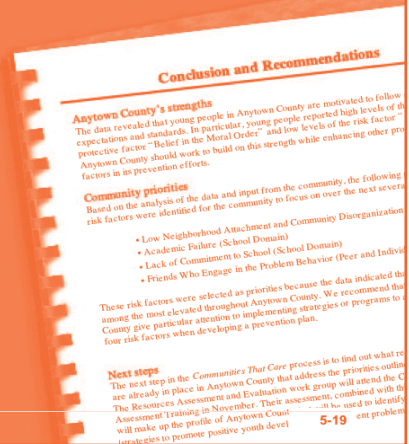


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Conclusion

- Summary of key findings
- Priority risk factors and community strengths
- Recommendations for next steps

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Sample Conclusion

Anytown County Community Assessment Report

October 2002

Conclusion and Recommendations

Anytown County's strengths

The data revealed that young people in Anytown County are motivated to follow society's expectations and standards. In particular, young people reported high levels of the protective factor "Belief in the Moral Order" and low levels of the risk factor "Rebelliousness." Anytown County should work to build on this strength while enhancing other protective factors in its prevention efforts.

Community priorities

Based on the analysis of the data and input from the community, the following priority risk factors were identified for the community to focus on over the next several years:

- Low Neighborhood Attachment and Community Disorganization (Community Domain)
- Academic Failure (School Domain)
- Lack of Commitment to School (School Domain)
- Friends Who Engage in the Problem Behavior (Peer and Individual Domain)

These risk factors were selected as priorities because the data indicated that they are among the most elevated throughout Anytown County. We recommend that Anytown County give particular attention to implementing strategies or programs to address these four risk factors when developing a prevention plan.

Next steps

The next step in the *Communities That Care* process is to find out what resources are already in place in Anytown County that address the priorities outlined above. The Resources Assessment and Evaluation work group will attend the Community Resources Assessment Training in November. Their assessment, combined with this report, will make up the profile of Anytown County that will be used to identify programs and strategies to promote positive youth development and prevent problem behaviors in Anytown County.



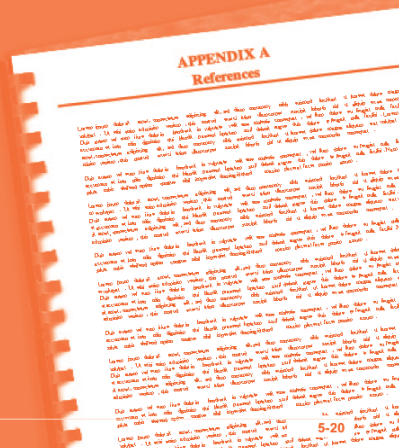
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Appendices

Communities That Care

- References
- Acknowledgments
- Supporting data
- Other relevant information

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Notes

Distributing the report

Communities That Care

Audience	Use	Format
Key Leaders	Approval and buy-in	Executive summary
General public	Awareness	News articles (highlights)
Resources Assessment and Evaluation work group	Assess resources	Detailed information
Community agencies	Grant proposals	Detailed information

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Notes



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Educating the community

Communities That Care

- Key Leaders
 - Executive summary
 - Briefing
- Community members
 - Media relations
 - Community forums

**Community
Assessment Report**
Anytown, USA

Prepared by:

Date:

Community Assessment Training

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Notes

Summary

Communities That Care

- Identify target audiences and uses.
- Determine who will prepare the report.
- Present results to Key Leaders.
- Distribute the report to other target audiences.
- Plan media relations and community events to publicize report findings.

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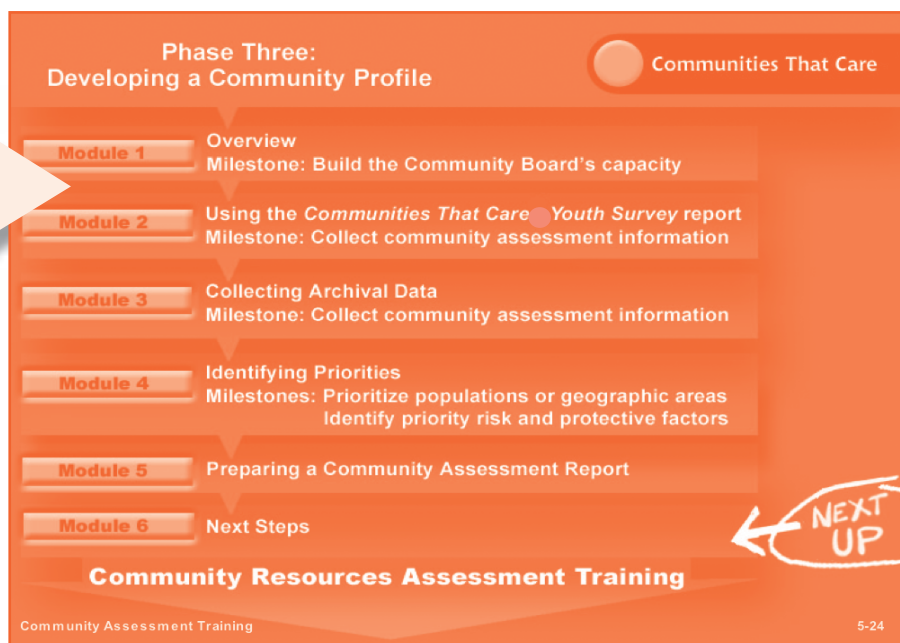


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